



CLASS Approval Process for Faculty-Led, Study Away and Study Abroad Programs, Intersession 2020/21 & Summer 2021

For study-abroad coursework and programs led by CLASS faculty seeking approval to be offered during intersession 2020/21 or summer AY 2021.

Proposal due date: April 6, 2020

Background

CLASS faculty have led study-abroad programs since summer 2015. Faculty mounted successful programs in the UK, Brazil, and Cuba. University Extension has expanded to include study-away programs (travel within the U.S.). Study away programs may take place during intersession or summer. Study-abroad will remain a summer program. In collaboration with University Extension, the College will accept proposals for study-away and study-abroad for 2020/21 intersession and summer 2021.

The following outlines the process Department Chairs, on behalf of either their faculty or themselves, follow to have a study-abroad program and its associated coursework considered for approval by the College and University Extension.

There are two components to the approval process: curricular approval via CLASS and program approval via University Extension.

Approval by the College

Study abroad proposals must use courses that already exist in the catalog. Department chairs must submit the following on behalf of faculty in their departments:

- A short proposal (1-2 pp) that explains why the chosen country and courses are an appropriate match for the program. This proposal should address the course's potential and means for attracting significant enrollments (e.g. satisfies GE requirements or a major requirement). The proposal should also address the faculty member's history of experience with the host country and resources in the host country that will be utilized to ensure success (e.g. connections with host universities, housing providers). **Finally, the faculty lead must identify a second CSUEB employee (faculty or staff) who will accompany them on the trip.**
- A syllabus that specifies the dates and apportionment of class time per day devoted to direct instruction. This requirement is in place in order to verify the total class time required by the course classification system and total student work required by the official definition of a credit hour as defined in the catalog.

Please note that special registration petition coursework in study abroad programs will not be authorized. Also, note that proposals must identify all faculty and staff who will take part in the study abroad experience. Once a proposal is approved, no substitutions or changes to this list of faculty and staff will be permitted.

For questions specifically about the curricular approval process, contact Interim Associate Dean, Sarah Nielsen (sarah.nielsen@csueastbay.edu)

Program Approval by University Extension

- Program approval refers to the approval of the non-curricular programmatic and logistical components of the study abroad program. This includes, but is not limited to travel, accommodations, insurance, risk, and other items that require vetting to ensure compliance with University policies and procedures associated with the activities put forth in the program. Once CLASS grants curricular approval, the College will move the proposal to University Extension for program approval.
- For specifics regarding the University Extension process for obtaining faculty-led study abroad program approval, please contact Balvinder Kumar, Director of Academic and Special Programs (balvinder.kumar@csueastbay.edu).

Selection of programs to be offered in Intersession 2020/21 and Summer AY 2021

Curricular approval and program approval must be achieved before the program is considered for scheduling during winter intersession 2020/21 or summer 2021. As interest is great, this is expected to be a competitive process and will be coordinated by the College Dean and the Associate Vice President of University Extension.

Requests for offering a program during intersession 2020/21 or summer 2021 must be **submitted by the Department Chair** to the Office of the Dean no later than **Monday, April 6, 2020**. No program can be advertised to students until approved to be offered by the Dean and by University Extension.

Questions

For general questions regarding this document, please contact Associate Dean Jennings (pat.jennings@csueastbay.edu)